

## **FINAL QA/QC CHECKLIST**

**(To be certified by Project Manager and included in project submittal)**

- ☐ Final quantities have been checked and verified
- ☐ The list of Frequently Used Special Provisions (FUSP) has been reviewed to verify all FUSP's included in the package are the latest version.
- ☐ The list of Frequently Used Supplemental Specifications (FUSS) has been reviewed to verify all FUSS's included in the package are the latest version.
- ☐ The list of Frequently Used Notices to Bidder (FUNB) has been reviewed to verify all FUNB's included in the package are the latest version.
- ☐ Transport files have been reviewed to verify all 7000 pay item numbers have an approved project specific special provision.
- ☐ All project specific special provisions with referenced pay items have matching pay items in Transport files.
- ☐ The Standard Plans and Special Details listed on the Note Sheet in the plans are the latest version.
- ☐ Transport files have been reviewed to verify identical pay items do not exist in both 001-Road and 002-Bridge.
- ☐ A quantity take-off has been performed on the project. Using a Project Verification report(s) (at the project level) in Transport and a set of plans, quantities were checked to verify both quantities and pay item descriptions on the plan sheets and in Transport match exactly.
- ☐ The applicable Certification and Acceptance form has been completed with all required signatures and initials.
- ☐ The *Submission of Final Plan/Proposal Package to Specifications and Estimates (Form No. 0269)* has been filled out completely and accurately. Missing items are covered by approved Exceptions.
- ☐ The Title Sheet has been signed by the Project Manager and Resident/Delivery Engineer. If signed by others, they are Licensed Engineers in the State of Michigan.

As Project Manager, I certify all of the above have been performed.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature